



## FEATHER RIVER

RESOURCE CONSERVATION DISTRICT

**POSITION:** Environmental Planning Coordinator (EPC)

**Primary roles** – Coordination of District planning projects- including fuels and forest health, wildlife habitat restoration, reforestation, environmental compliance, and watershed health projects.

**Location** – Quincy, CA (Remote options considered)

**Contract** Timeline: 12-month initial appointment with potential for renewal.

**Travel** – Occasional overnight travel may be required

This position will require the coordination of all aspects of District projects to complete environmental review in compliance with the National Environmental Policy Act (NEPA) and California Environmental Quality Act. Primary focus will be on fuels reduction related projects. The position is full-time at 40 hours per week. It is grant dependent, currently funded through 2024 with the intent to secure ongoing funding. The EPC will report to the District Manager and will work with other staff as needed to ensure the successful implementation of projects. The EPC will work closely with a broad array of partner organizations, government agency staff, and public and private landowners. It is expected that support staff and/or field technician(s) will be hired to assist the EPC with program activities.

### TYPICAL DUTIES AND RESPONSIBILITIES

- Collaborate with partners and stakeholders to complete environmental review for fuels reduction projects such as defensible space for emergency access/egress routes; strategic fuel breaks; prescribed burning; forest stand improvement; Sudden tree mortality; and invasive species removal and revegetation.
  - Manage contracts with funders, consultants and subcontractors.
  - Manage budgets, invoicing and reporting.
  - Preparing technical reports
  - Manage communications between project partners and stakeholders.
  - Coordinate with project partners and consultants to develop environmental documentation and permits.
  - Coordinate the development of project designs and logistics for project implementation.
  - Provide oversight of implementation activities, including photo and biological monitoring.
- Manage efforts to increase District lead planning of vegetation management projects, including compliance with the California Environmental Quality Act and National Environmental Protection Act.
- Assist staff on other projects as appropriate.
- Respond to landowner requests for technical assistance as appropriate.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies (the EPC will be trained in all required protocols).
- Supervise project staff – which may be seasonal or permanent staff working primarily on day-to day portions of projects the EPC manages. This duty includes leading hiring and training of project staff as well as day-to-day management and conducting performance evaluations for supervised staff among other duties associated with staff supervision.

## **APPLICANT QUALIFICATIONS**

Successful applicants will “wear many hats” at the RCD. They will have experience developing, planning, implementing and monitoring environmental conservation and restoration projects. They will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills.

### **Minimum qualifications**

- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and/or restoration ecology
- Strong understanding of federal, state, and local regulatory requirements
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word, Excel, and ESRI ArcGIS systems.
- Highly organized and motivated self-starter with the ability to prioritize
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, ability to carry a 40 lb. backpack etc.) during all seasons
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn
- Valid California driver’s license, clean driving record, and current auto insurance
- Master’s degree or equivalent experience (three or more years professional experience) with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field

### **Desired qualifications**

- Masters degree in Forestry, Natural Resource Management or related field
- Experience in contract management
- Experience with project development and grant writing
- Highly Proficient with ArcGIS and field based data collection
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with fire safe councils, watershed groups or other conservation groups
- Familiarity with production forestry

## **COMPENSATION**

Financial compensation will be commensurate with applicable experience, ranging from \$28.00-\$33.00 / hour. Benefits include a health care package, paid vacation and sick time, retirement, cell phone stipend, boot stipend, as well as a flexible work schedule with the ability to work in a fun, fast-paced, positive work environment with excellent coworkers.

**Application Instructions:** Please send Resume, Cover Letter, and three references to Michael Hall [mhall@frrcd.org](mailto:mhall@frrcd.org) or call 530. 927. 5299 with questions about the position

**Applications accepted until position is filled.**